



## City of North Charleston Vacancy Notice

**Position:** Equipment Operator II  
**Department:** Public Works  
**Pay Grade:** 8 \$31,085 - \$43,519

### GENERAL STATEMENT OF POSITION

Under occasional supervision, operates a variety of heavy and light equipment and trucks in the construction, maintenance and/or repair of City properties, which may include grounds, roads and bridges, rights-of-way and/or drainage structures, or in the collection and disposal of solid waste materials. Performs related work as required. Reports to assigned supervisor. Operates a variety of light and heavy automotive, construction or related equipment as required, which may include a bush hog, various mowers and tractors, backhoe, dump truck, loader, motorgrader, paving machine, bull dozer, roller, tractor trailer, pickup truck, knuckleboom loader, garbage truck, etc. Uses equipment for various tasks, which may include hauling and moving materials; clearing trees and obstructions from City properties; mowing grass and removing overgrown vegetation; excavating earth; grading sites; scraping roads / removing snow; paving streets; digging and backfilling trenches; collecting solid waste from businesses, residences and/or convenience centers; hauling dirt, debris and other materials, etc. Utilizes various types of small equipment and hand and power tools in the performance of duties, which may include motorized sprayers, chainsaws, etc. Uses various tools, which may include grounds maintenance tools and supplies, transit, level, measuring devices, etc. Loads equipment and materials onto / off of trucks and trailers. Inspects machinery and equipment daily to ensure proper condition for the completion of daily responsibilities; performs minor repairs and maintenance, including washing, greasing, fueling, etc.; ensures bolts, hoses and pins are properly secured. Performs duties in accordance with all division policies, procedures, and standards of quality and safety. Prepares and submits daily work reports. Interacts and communicates with various groups and individuals such as the immediate supervisor, other City personnel, co-workers, and the general public.

### MINIMUM TRAINING AND EXPERIENCE

#### EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in heavy equipment operations, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL Class "A" driver's license.

Posted: December 13, 2016

Deadline: Until Filled

Christine A. Ruth, PHR, IPMA-SCP, SHRM-SCP  
Director – Human Resources

**CITY OF NORTH CHARLESTON, SOUTH CAROLINA  
JOB DESCRIPTION, JUNE 2003**

**JOB TITLE: EQUIPMENT OPERATOR II**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, operates a variety of heavy and light equipment and trucks in the construction, maintenance and/or repair of City properties, which may include grounds, roads and bridges, rights-of-way and/or drainage structures, or in the collection and disposal of solid waste materials. Performs related work as required. Reports to assigned supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates a variety of light and heavy automotive, construction or related equipment as required, which may include a bush hog, various mowers and tractors, backhoe, dump truck, loader, motorgrader, paving machine, bull dozer, roller, tractor trailer, pickup truck, knuckleboom loader, garbage truck, etc.

Uses equipment for various tasks, which may include hauling and moving materials; clearing trees and obstructions from City properties; mowing grass and removing overgrown vegetation; excavating earth; grading sites; scraping roads / removing snow; paving streets; digging and backfilling trenches; collecting solid waste from businesses, residences and/or convenience centers; hauling dirt, debris and other materials, etc.

Utilizes various types of small equipment and hand and power tools in the performance of duties, which may include motorized sprayers, chainsaws, etc.

Uses various tools, which may include grounds maintenance tools and supplies, transit, level, measuring devices, etc.

Loads equipment and materials onto / off of trucks and trailers.

Inspects machinery and equipment daily to ensure proper condition for the completion of daily responsibilities; performs minor repairs and maintenance, including washing, greasing, fueling, etc.; ensures bolts, hoses and pins are properly secured.

Performs duties in accordance with all division policies, procedures, and standards of quality and safety.

Prepares and submits daily work reports.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other City personnel, co-workers, and the general public.

**ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job.

Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in heavy equipment operations, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL Class "A" driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of items of moderately heavy weight (up to 50 pounds) and occasionally heavier weight (up to 100 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

**Language Ability:** Requires ability to read a variety of policies and procedures, work orders, diagrams, etc. Requires the ability to prepare simple records and forms with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually

read various information.

**Motor Coordination:** Requires the ability to operate motor vehicles and heavy equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

**Physical Communications:** Requires the ability to talk and hear; (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City, department and division as they pertain to the performance of duties of the Equipment Operator II. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of and skill in the operation of various trucks and light-to-heavy equipment; is able to operate equipment safely at all times. Is able to maintain and perform minor repairs to equipment and machinery as required. Has knowledge of the methods, materials, tools and equipment used in assigned maintenance work. Has knowledge of the occupational hazards and safety precautions of the industry; is able to work effectively despite occasional exposure to extreme weather and temperatures, wetness/humidity, machinery hazards, traffic hazards, dust, fumes, toxic agents, dirt, disease / pathogens, odors, etc. Has knowledge of the layout of City roads and streets as necessary to locate job sites. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare routine records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.